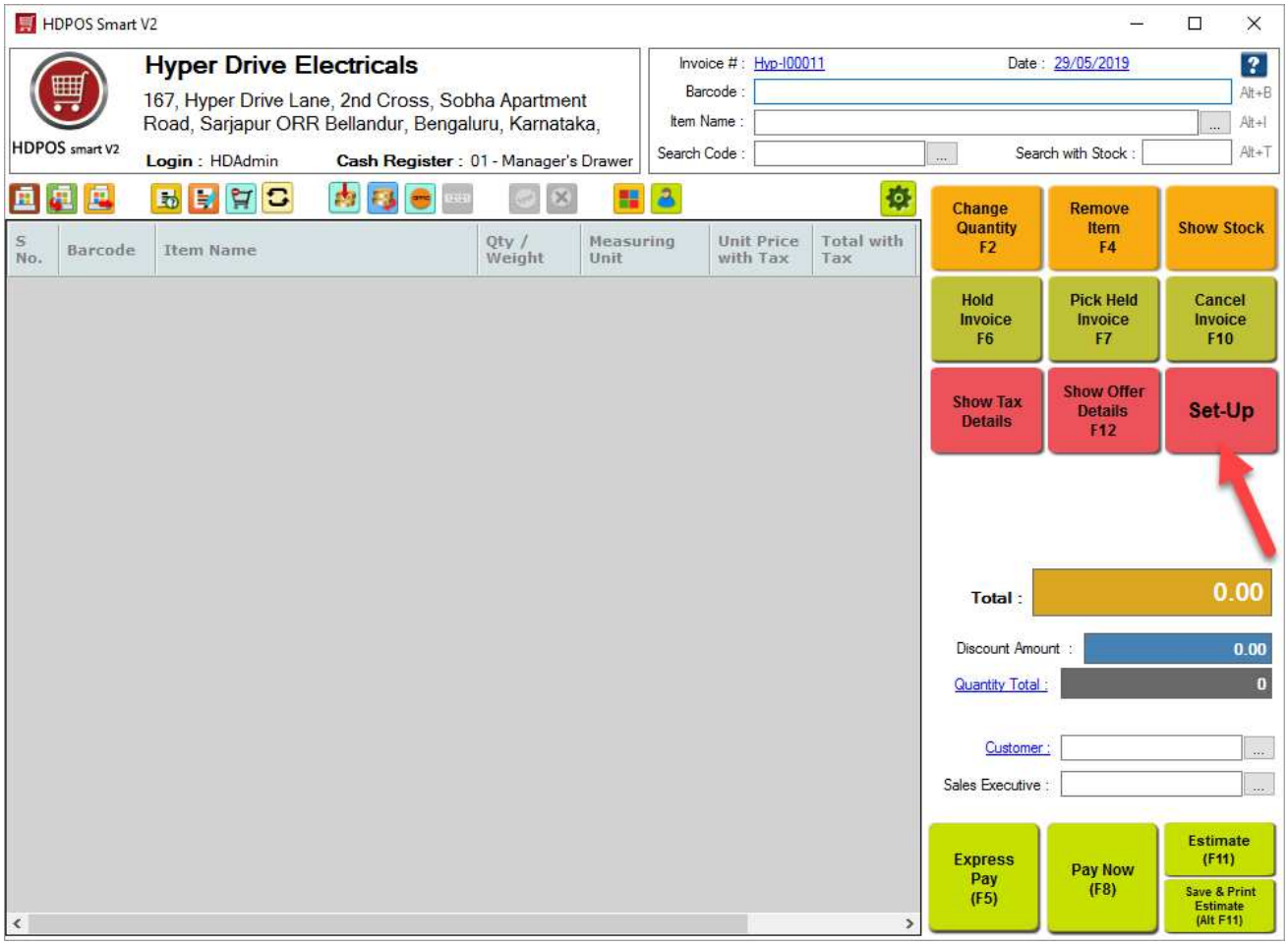
How to create an item user field of look up type and define values for it?

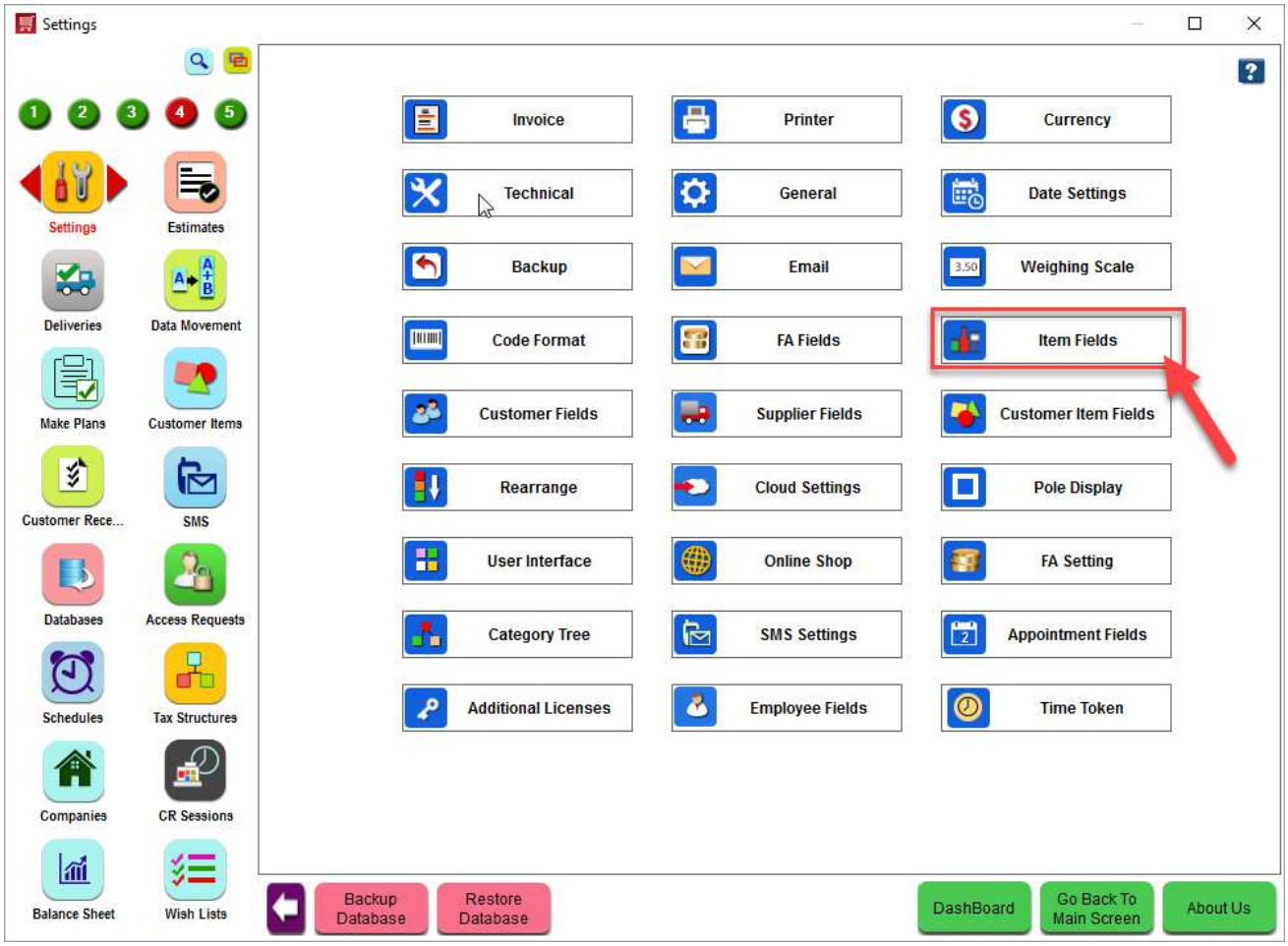
Item user fields are also called as item fields or user fields or custom fields.

The steps to create an item user field of look up type and define values for it are as given below :

1. Run HDPOS smart. Click on Set-Up button in the main screen.

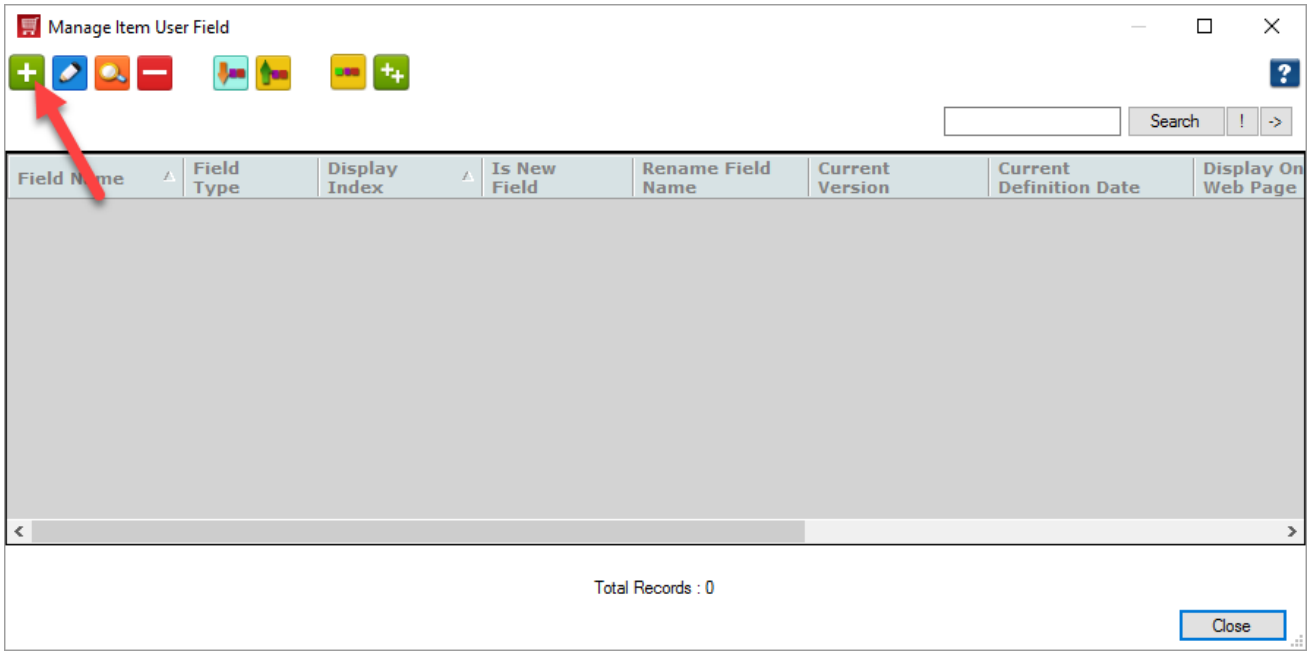


2. Go to 4th page. Click on Settings and then click on ITEM FIELDS from Settings screen.



3. When you click on ITEM FIELDS the Manage Item User field screen will open.

4. Click on Add Item User Field button.



5. You will see the following screen of Add New Item User Field.

add-new-item-UF

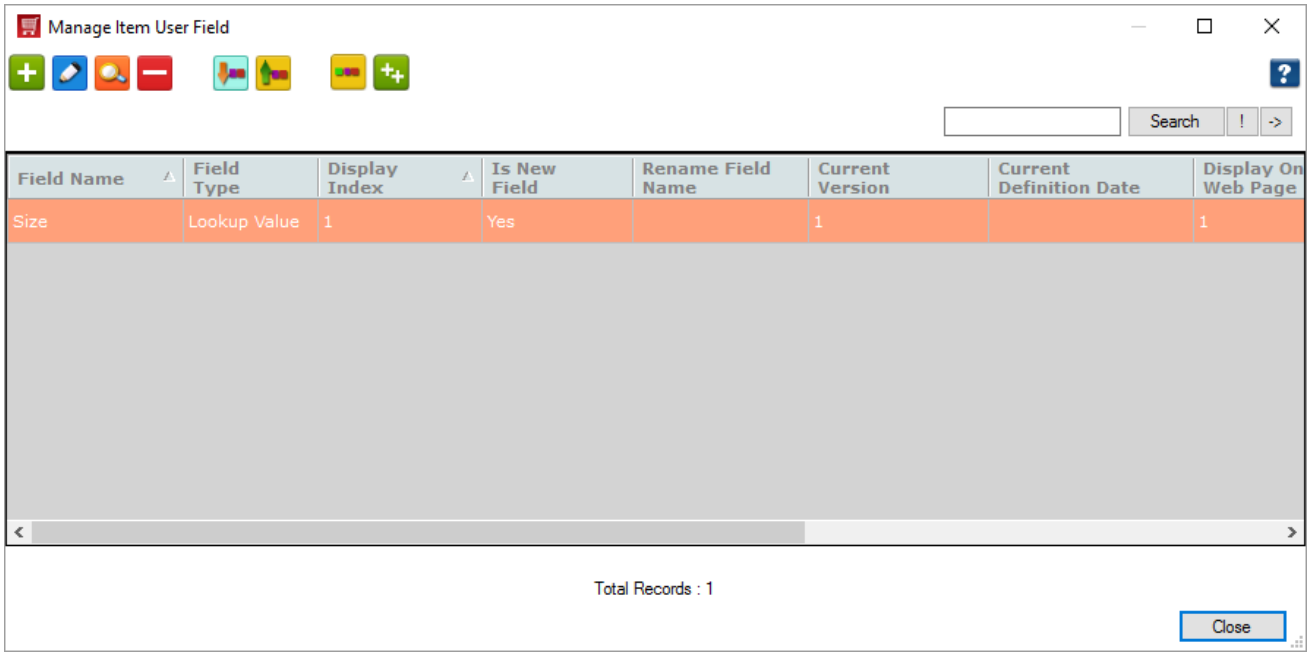
- Field Name: Enter any name for the item user field.
- Field Type: Click on the down arrow button beside Field Type and select the type as Look up Value.

- Display Index: This is the index for the defined user field in the User fields List. (This is Auto-Incremental).
- For Online Shop: This section is useful for E-Shop user.

1. Display on Page checkbox: If this checkbox is checked, the user field will be shown in the E-Shop.
2. Display as Filter checkbox: If this checkbox is checked, the user field will be shown as filter on the left hand side in E-Shop.

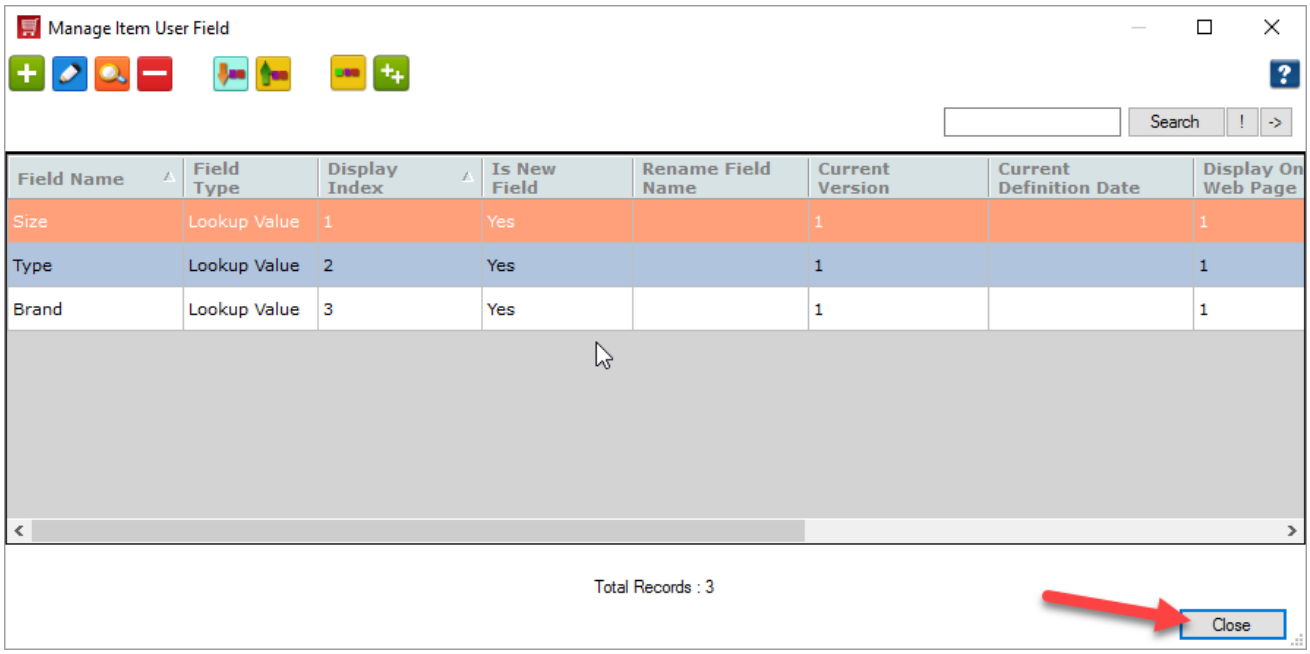
- Click on Create button.

6. You can see the created item field in the screen as shown below.

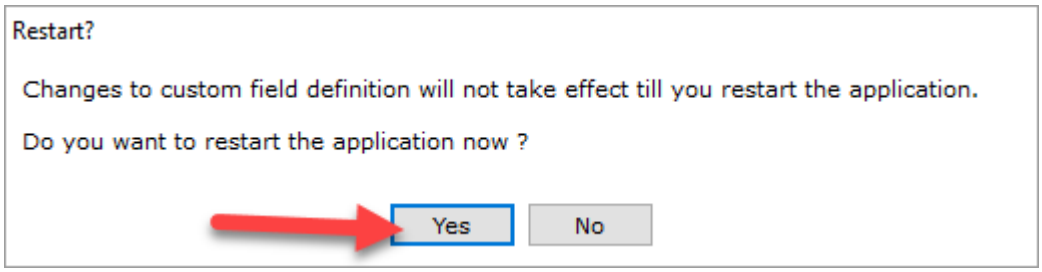


7. Repeat the Step-4 and Step-5 to create many item user fields as you want.

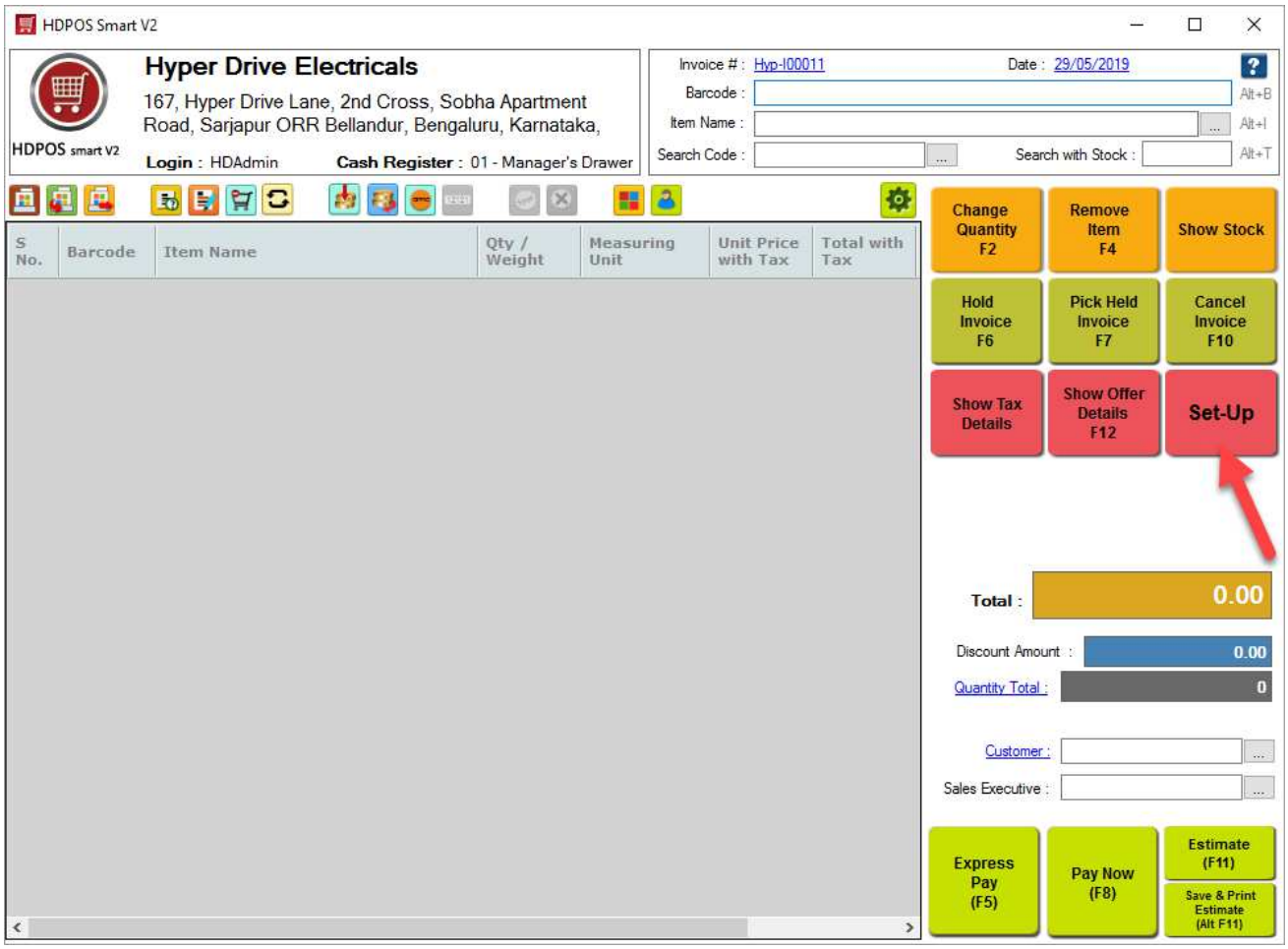
8. For Example, I have created the following item user fields. After creating all item user fields, click on Close button.



9. You will see the following message and click on Yes to restart HDPOS smart.

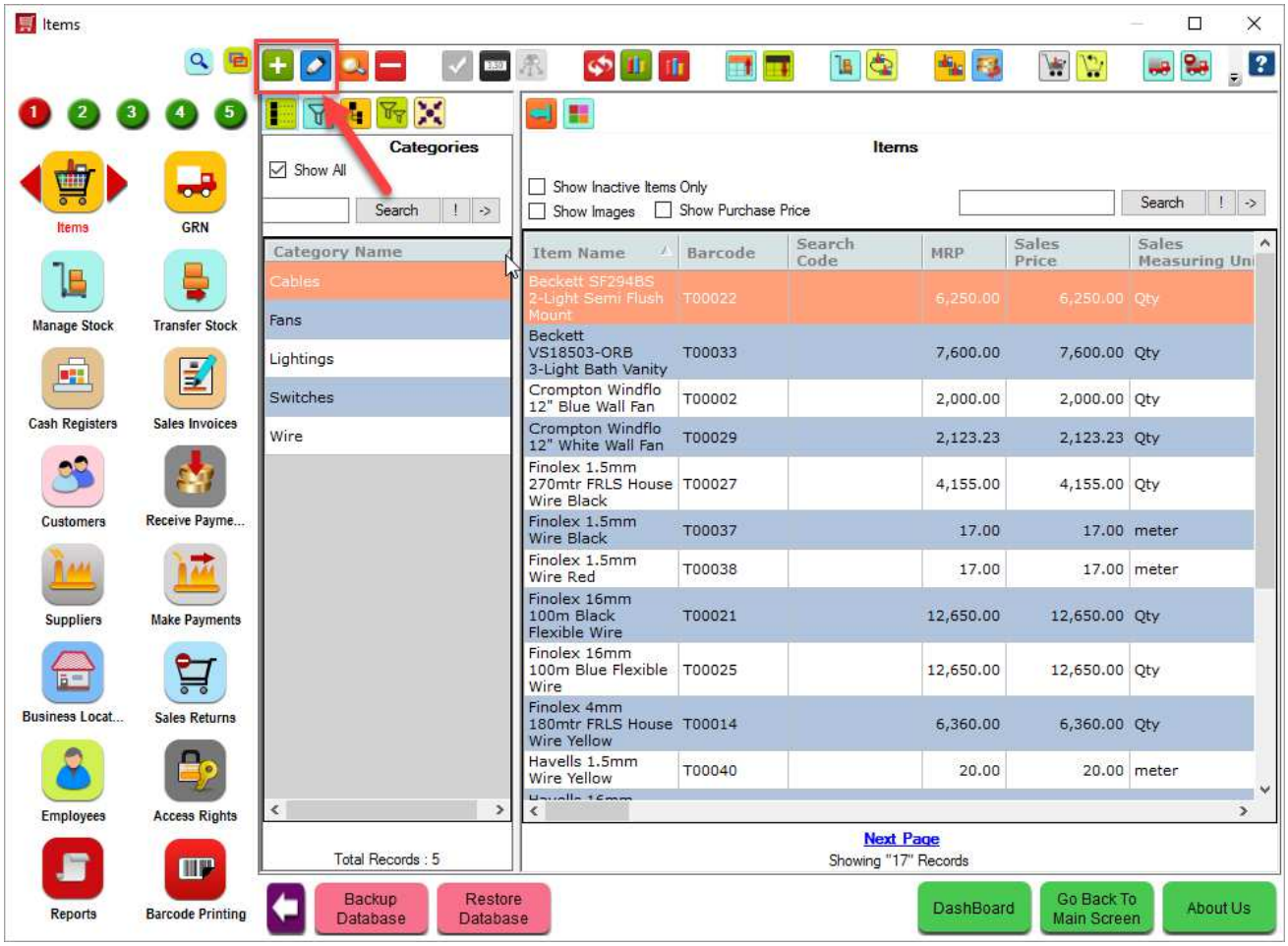


10. From the main screen, click on Set-Up button.

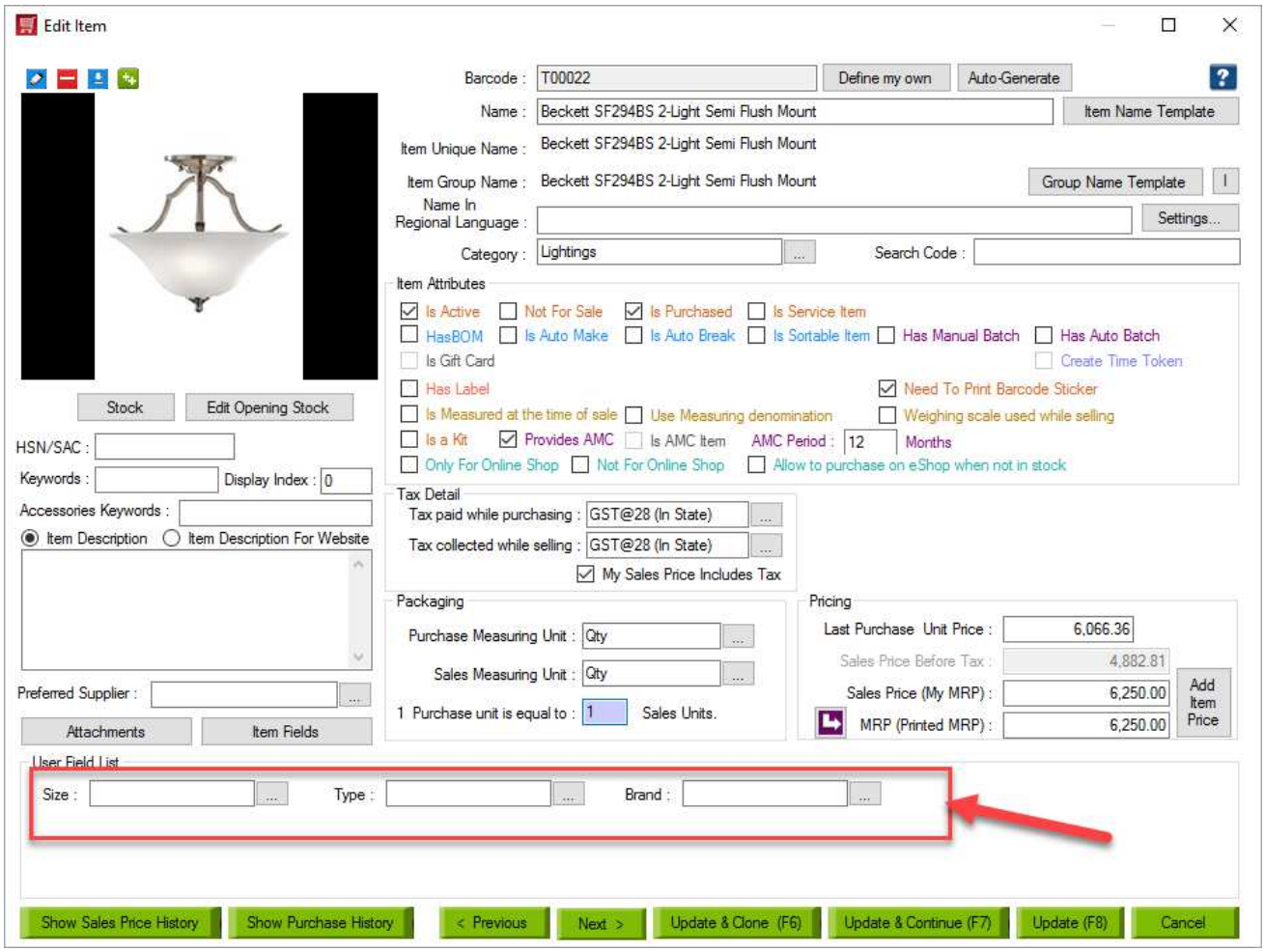


11. Go to 1st page in Set-Up screen, click on Items.

12. From Items screen, select any item and click on Add Item / Edit Item button from the tool strip.

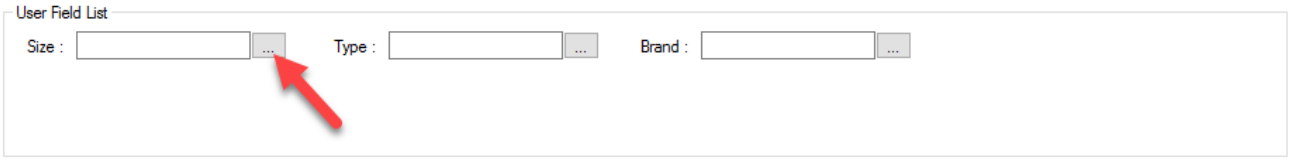


13. You will see the item user fields in the User Fields List section as shown below.

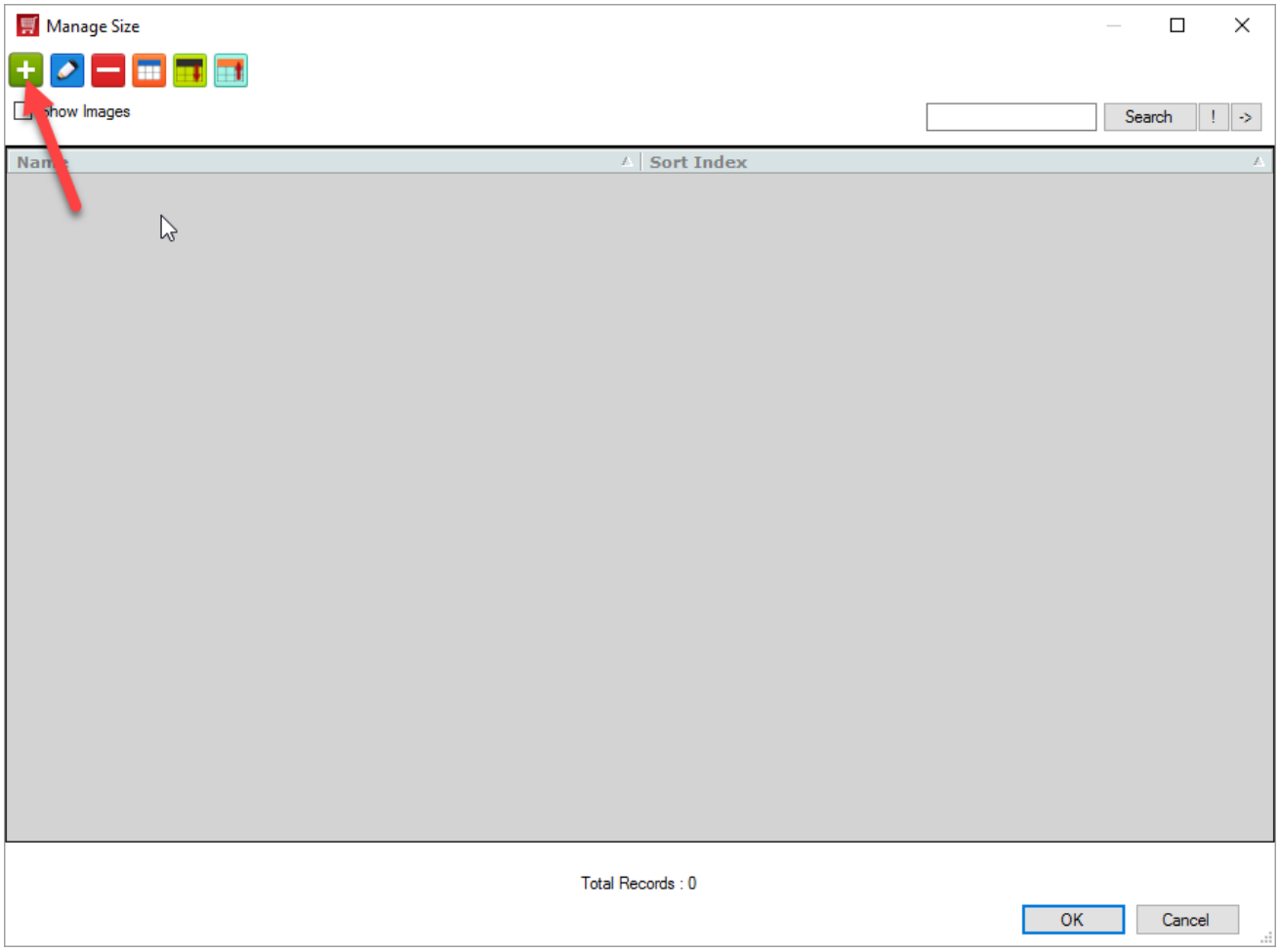


Adding values to item user field -

14. Click on the 3-dotted button beside the user field.

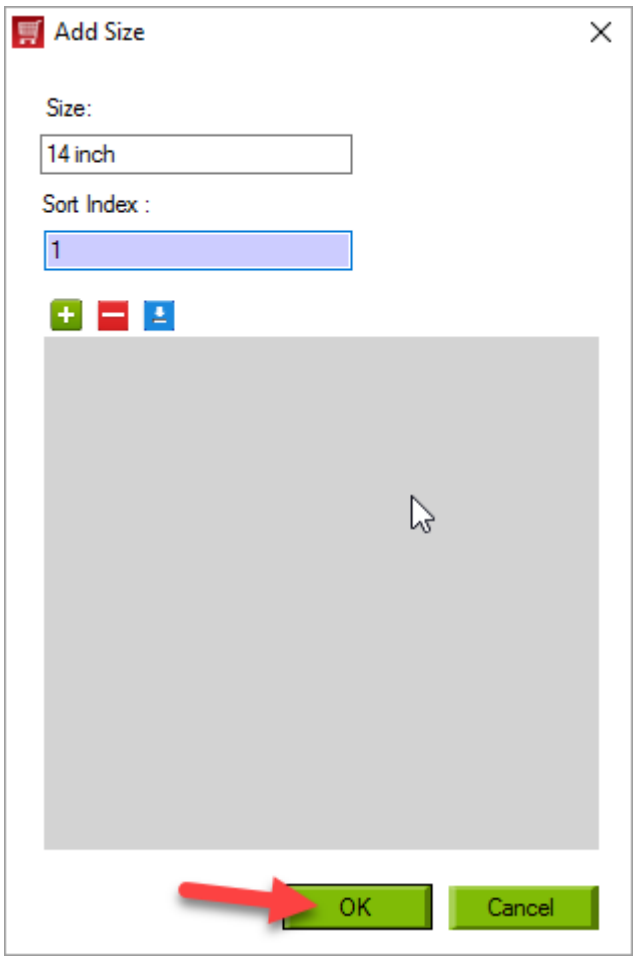


15. You will see the below screen. Click on Add button.

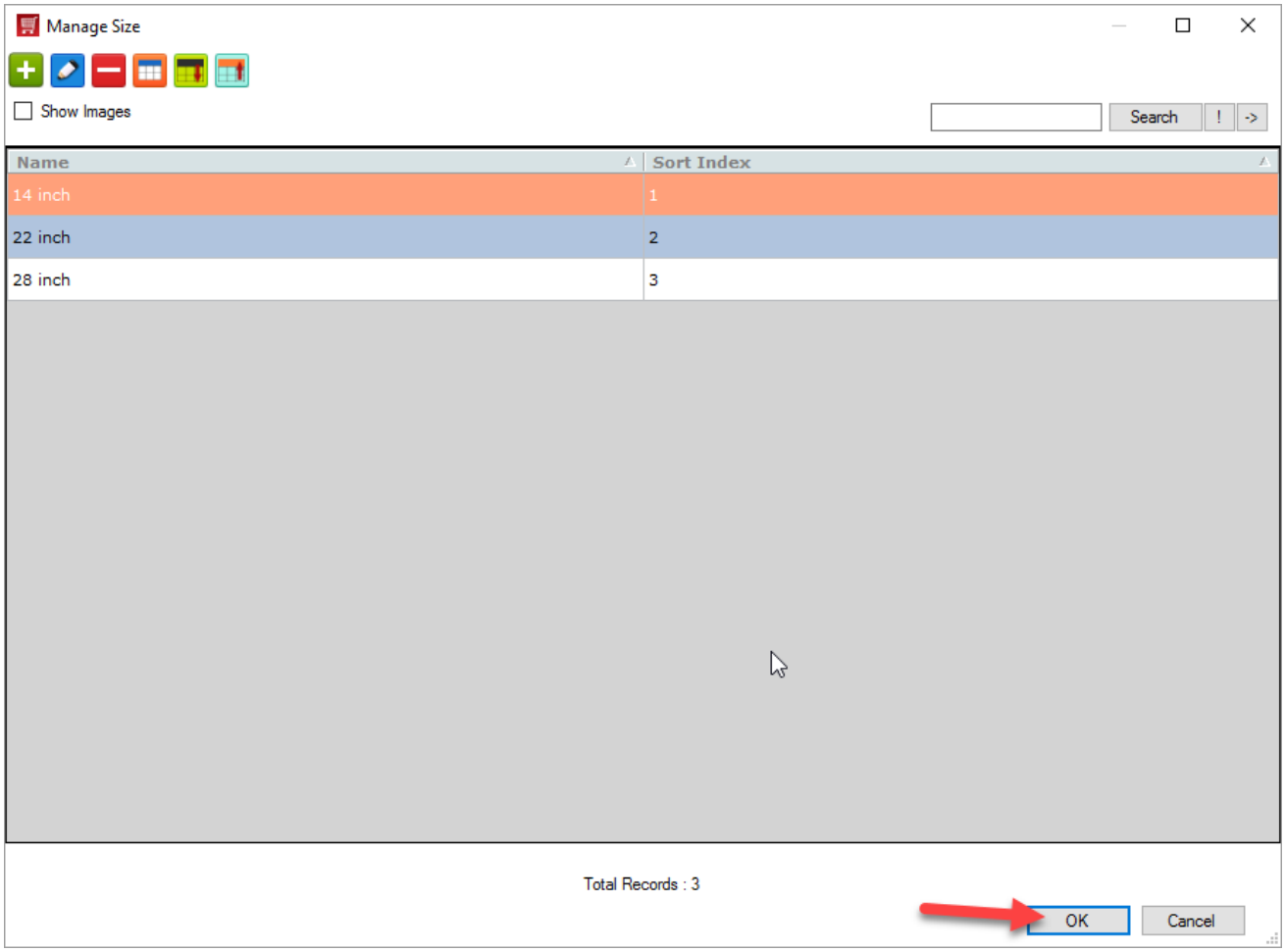


16. You will see the screen below.

- Enter the name of the value for user field.
- Enter the Sort Index and add the Image. (These two fields are optional)
- Click on OK.



17. Repeat Step-15 and Step-16 to add as many values as you want. After adding them the screen will look like this. Click on OK.



18. Click on Update button in the Edit Item screen or Create Button in the Add New Item screen to update / add the item details.

